

CLARK COUNTY PUBLIC FACILITIES DISTRICT (CCPFD) PROCEEDINGS

AUGUST 2, 2004

CLARK COUNTY, WASHINGTON

The Clark County Public Facilities District (CCPFD) convened in the Public Services Center, 1300 Franklin Street, Vancouver, Washington.

MEMBERS PRESENT

Paul Winters, Debbie Abraham, Phil Parker, Brett Wilkerson, and Jerry Kolke.

MEMBER(S) ABSENT

None

STAFF PRESENT

Kelly Sills, Michael Plymale, and Bronson Potter.

CALL TO ORDER

Chair Winters called the meeting to order at 5:05 p.m.

ROLL CALL

Kelly Sills called the roll and confirmed that a quorum was present.

PUBLIC COMMENT

No public comment submitted.

APPROVAL OF MINUTES

The minutes from May 3, 2004 were **moved** by Phil Parker, **seconded** by Brett Wilkerson, and **approved** as written.

CLAIMS RATIFICATION RESOLUTION

Kelly Sills distributed a proposed resolution to allow payment of claims prior to approval by the Board, provided that the claim is agendized for Board ratification during the next scheduled Board meeting. The resolution was **moved** by Brett Wilkerson and **seconded** by Jerry Kolke. Following further discussion, **moved** by Brett Wilkerson, **seconded** by Jerry Kolke, and **approved to amend** the resolution to add a new section two (renaming the original section two as section three), as follows: "2. Those claims exclusive of legal or financial services shall require authorization from both the Secretary and the Treasurer." The resolution was **approved as amended**.

RATIFICATION OF CLAIMS

Kelly Sills presented claims by Foster-Pepper-Shefelman (\$2,136) and Michael Plymale, Inc. (\$1,920) for ratification. The total claims ratification amount of \$4,056 was **moved** by Phil Parker, **seconded** by Jerry Kolke, and **approved** for payment. Kelly also noted a reimbursement to the CCPFD by Foster-Pepper-Shefelman in the amount of \$255.50.

FINANCIAL REPORT

Michael Plymale provided a Statement of Activities for the period January through June 2004. Michael highlighted several elements from the report to the Board. He indicated that future reports would show cumulative city payback amounts, booked with interest at the contract rate. Michael indicated that the

CCPFD has made two payments to the city's conference center project (total amount of \$302,800) and the fund balance at the end of June was \$711,509. Chair Paul Winters suggested that, because the report reflects an accrual basis of accounting, a cash basis report below the accrual portion of the report would be helpful, to which those present concurred and Michael indicated he would show that information. Debbie Abraham questioned why there was a \$300 reimbursement in the travel/meetings line item, to which Michael did not have an immediate answer, but indicated he would report back to the Board on what that item in the report represented. Kelly Sills also distributed some expense, revenue, and financial statement reports that were prepared by the Clark County Treasurer.

VANCOUVER CONVENTION CENTER UPDATE

Paul Lewis was unable to attend the CCPFD meeting due to his commitments with the Vancouver City Council. However, Kelly Sills distributed a written report that was prepared by Paul Lewis in which he described current status information regarding the hotel/conference center project in downtown Vancouver. The Board reviewed the report and, in particular, noted that model hotel rooms would be available for viewing at a Vancouver Business Journal event on August 26th from 4:00 PM to 7:00 PM at Fourth and Columbia.

EXHIBIT HALL PROJECT UPDATE

Doug Johnston described the current status of the Exhibit Hall project at the Fairgrounds. The project is on schedule, to the day. It is under budget which may allow some alternative additions. A new, artistic option is for children to draw farm animals on tiles and transfer those tiles to the structure for public enjoyment. Seven calls of "strong interest" have been received from major promoters for use of the facility. Bond counsel's market advisor has upgraded the positive cash flow projected over debt service. The official name appears to be Exhibit Hall, but that is still under consideration as naming rights are also being discussed. The Fairgrounds Site Management Group (a separate nonprofit organization) will operate the Hall. It was borne of the Fair Board and it will make decisions regarding marketing of the facility. Catered meal events will not be the target market for the Exhibit Hall. Doug also distributed a brochure to be disseminated during the 2004 County Fair which highlighted Exhibit Hall capacities. The second folding wall has been added back into the project as a result of budget efficiencies, as well as a 3,000 square foot administration area. The large "window" on the eastern side of the building will act as an electronic, programmable sign facing the I-5 freeway. Brett Wilkerson suggested a Board tour of the facility for the next CCPFD meeting, to which those present concurred. Kelly and Doug were instructed to arrange for the next meeting (on November 1, 2004) at that location. Brett added that he would like Tom Musser to provide a report to CCPFD regarding marketing plans for the Hall, to which the Board concurred.

GOOD OF THE ORDER

None.

ADJOURNMENT

Moved by Brett Wilkerson, **seconded** by Debbie Abraham, and **approved** to adjourn the meeting. The Board adjourned its meeting at 6:03 p.m.

The next meeting of the CCPFD will be on 01NOV04 at 5:00 p.m. at or in close proximity to the Clark County Exhibit Hall at the Fairgrounds.